

**SUMMARY OF THE  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
MAY 01, 2002**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, May 01, 2002, at 11:00 a.m. Eastern Daylight Time (EDT). Chair Dr. Kenneth Jackson of the New York State Department of Health led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to address the agenda items as follows.

**INTRODUCTION**

Dr. Jackson called the meeting to order and took attendance.

**REVIEW OF PREVIOUS MINUTES**

No minutes were reviewed.

**GLOSSARY UPDATE**

Elaine Sorbet reviewed the three definitions submitted by the Quality Systems Committee:

1. Add the definition for International System of Units.

It was agreed to add this definition to the Glossary, as requested.

2. Replace the current definition of Method.

After some discussion, it was recommended and agreed to send this request back to Quality Systems Committee, asking for further clarification. Since it will be too late to submit this change for inclusion in the pre-conference literature, the change can be presented at NELAC 8.

3. Replace the current definition of Validation.

It was agreed to replace this definition as requested.

**RESTRUCTURING UPDATE**

Dr. Jackson advised the members that one of the tasks this Committee is responsible for at the joint session during NELAC 8 is presenting the changes to the Constitution and Bylaws. Ann Rosecrance volunteered to assume the responsibility of presenting the Constitution and Bylaws.

**REPLACEMENT OF COMMITTEE MEMBERS**

Dr. Jackson reported that Lara Autry has resigned from the Committee, thereby creating another vacancy in addition to the two members who are rotating off. Discussion ensued regarding possible replacements for these members. Dr. Jackson will contact the individuals the Committee suggested as possible replacements.

#### **DATA INTEGRITY**

Art Burton reported that Quality Systems Committee is reviewing the language of the Data Integrity document that was originally proposed by this Committee. The Quality Systems Committee has subsequently developed two versions of this document, of which one version conforms to ISO 17025. Both versions will be posted on the website and put up for vote at NELAC 8 in July 2002.

#### **FUTURE TELECONFERENCES**

The next teleconference will be the joint Transition/Program Policy and Structure teleconference, scheduled for May 08, 2002, at 1:00 p.m. EDT.

#### **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
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<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	05/01/02	Dr. Jackson will contact Fred Siegelman, Chair of Quality Systems Committee regarding their request to change the current definition of Method in the Glossary.	ASAP
2.	05/01/02	Dr. Jackson will contact the individuals the Committee suggested as possible Committee replacements.	ASAP

**PARTICIPANTS  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
MAY 01, 2002**

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